

SUPPLY TEACHERS' CLAIM FORM (JANUARY 2006)

All supply forms should be completed and received by Payroll Services, the Education Personnel Section or Education Centre, whichever is appropriate, **no later than the 5th day of each month**. Failure to do so may delay payment to the supply teacher by one month. The one exception to this rule is for the month of December (claims for work carried out in November) when, because of early payment of salary, claim forms must be submitted by 1 December. Claim forms **should not** be signed by the Claimant and/or Headteacher before the days worked etc are entered onto the claim forms.

TYPE OF CLAIM FORMS

1. **Blue Form**

For all supply employment to be charged to the school budget.

To be returned directly to Payroll Services, County Hall.

2. **Green Form**

For all supply employment covering absence to be charged centrally e.g. Special Needs, Agreed Union Duties, attendance at approved training courses for designated teachers for child protection, approved absence for child protection duties, centrally charged course attendance. Please ensure the cost code is entered against the appropriate days/hours claimed on the front page.

To be returned directly to the Education Centre.

GUIDANCE NOTES

All relevant sections of the form **MUST** be completed:

- ◆ Full Name, Address and **Person Code**.
- ◆ **Tick** box when the teacher is also employed at the school as a **part-time teacher**.
- ◆ Number of Days or Hours/Minutes worked.
- ◆ If the supply teacher works a full day the day column must be completed and **NOT** the number of hours worked.
- ◆ Each column headed Days/Hours/Minutes must be **totalled**.
- ◆ Both the claiming supply teacher and Headteacher must sign and date the form.

Claim Forms to be processed for teachers working a full day:

All teachers working a full day must be paid on the daily basis and not an hourly basis. If the headteacher decides that a supply teacher is to be paid at the daily rate the “days” column must be completed and **totalled**.

Claim Forms to be processed for teachers working less than a full day:

Supply teachers working less than a full day are paid on an hourly basis. The number of hours and minutes (not days) worked must be entered, including preparation time, and **totalled**. It was agreed locally in 1988 that a supply teacher may claim up to 10 minutes at the commencement and 10 minutes at the end of the time worked.

A supply teacher **cannot** be paid more than 6½ hours per day as this equates to the full-time rate.

Claim Forms to be processed for part-time teachers employed at your school:

The number of additional hours/minutes or days, whichever is appropriate, must be entered and totalled. No preparation time should be added on the claim form as this is reflected in the rate of pay.

The appropriate box **must be ticked** to indicate that the teacher is also employed part-time at your school.

All information entered on the form will be assumed correct and passed to Payroll Section for payment.